

**Shakti Foundation For Disadvantaged Women
Employee Final Settlement**

Reference: Shakti/ Finance /Treasury/EFS/2026/124

Date:23-04-2026

Employee Information

Employee Name:	Bilkis Akter	Separation Effective Date:	08-Oct-25
Employee ID:	16696	Length of Service:	3 years 11 Months 1 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Sadar Mymensingh	Separation Type:	Resignation
Branch / Department Code	0134	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	7-Nov-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Sep-2025	Contact Number	01776864171
Last Working Day	7-Oct-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	26,220	37	32,141
A.Total salary Dues			32,141

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
B.Total Gratuity Dues				-

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,452
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,471
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	3,923

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	36,064

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	37,575	PF Loan (Principal)	-
Organization Contribution	37,575	PF Loan (Interest)	-
Profit on Employees Contribution	5,987		-
Profit on Organization Contribution	5,987		-
Total	87,124	Total PF Payable	-

Total Salary & Others (E)	36,064
Total Provident Fund	87,124
Total End of Service Benefit	123,188
In Words: One Lac Twenty Three Thousand One Hundred Eighty Eight Taka Only	

**Process and Calculation
is Audited based on
supporting documents**

Prepared By: *M Rahman* 23.04.26
Checked By: *[Signature]* 23.04.26
Reviewed by: *[Signature]* 26.4.26

Approved by: *[Signature]*
Mr. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:	
BDT 123,188	received From		
	and To Shakti Foundation		
In Words: One Lac Twenty Three Thousand One Hundred Eighty Eight Taka Only.		Signature & Date:	

checked by [Signature]